

## **Police Lieutenant - 4251**

### **Primary Reason Why Classification Exists**

To perform administrative and managerial work supervising the operations of a shift of law enforcement officers or the operations of a major division of police work

### **Essential Duties**

- Supervises the work of police officers and subordinates on an assigned 24-hour shift or in a specialty area such as criminal investigations, narcotics, school resources, crime analysis, or other areas
- Makes general to specific assignments for supervisory and nonsupervisory officers; conducts on-site performance reviews of staff to assess their ability to apply law enforcement techniques and methods on various police actions
- Evaluates Police Sergeants and officers in the performance of their duties; counsels employees on areas needing improvements and defines remedial actions to ensure officers improve performance
- Locates and questions victims, witnesses, and suspects; performs traffic control duties; observes the work of officers
- Supervises and participates in investigations including the identification, processing, collection, and preservation of evidence; prepares and submits investigative reports and case summaries
- Plans and instructs in-service training programs for all law enforcement officers including management and supervisors
- Maintains records and prepares various reports of activities or as required by law
- Assists prosecutors in the preparation of court cases; testifies in hearings and trials
- Performs related tasks as required

### **Knowledge, Skills, and Abilities**

- Thorough knowledge of modern law enforcement principles, practices, and procedures of police investigative and identification techniques including rules of evidence and laws of search and seizure
- Thorough knowledge of departmental standard operating policies and procedures, and federal, state, and local laws and ordinances
- Thorough knowledge of the geography of the City
- Knowledge of human behavior and tendencies of criminals
- Knowledge of practices, materials, techniques, and equipment pertinent to job assignment
- Ability to organize and direct the work of subordinates; ability to develop short and long range plans of operations and tactics
- Ability to plan and evaluate the performance of personnel; ability to interview and select new personnel or make recommendations for new hires; ability to evaluate employees on performance, apply coaching and discipline, and make recommendations on promotions and discharge
- Ability to analyze situations and adopt quick, effective, and reasonable courses of action with due regard to the surrounding hazards and circumstances
- Ability to analyze evidence, develop questions and interview witnesses and suspects
- Ability to organize and prepare clear and concise reports

- Ability to establish and maintain effective working relationships with superiors, subordinates, and the general public
- Ability to develop a positive public image and act with tact, firmness, sound judgment, and display a positive attitude are required
- Skill in the use of firearms and operation of motor vehicles

### **Physical Requirements**

Work in this classification is supervisory and first level managerial but requires the same physical and mental requirements as that of a Police Officer. Physical requirements is defined as medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Vocal communication is required to express or exchange ideas or other information between individuals or groups. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, inspection involving small defects and/or small parts, use of measuring devices, operation of machines and motor vehicles, determining accuracy and thoroughness of work, and observing surroundings. Employee must be able to demonstrate continued physical fitness to withstand the rigors of law enforcement officer and potential physical confrontation with assailants and/or foot chases for apprehensions. Employee may be required to use deadly force to subdue an assailant or to protect themselves or others

### **Working Conditions**

Employee's working conditions are primarily in an office environment. However, the employee is subject to both inside and outside working conditions in all types of weather from extremes of cold and heat to rain/snow/ice as well as varying terrain from streets, dense foliage, dark buildings, and water. Employee may be exposed to noise which would cause the worker to shout in order to be heard above the ambient noise level. Work place conditions include operating vehicles for extended periods of time, working varied hours and shifts, and confronting violent persons many of whom have criminal records with little to no respect for law enforcement or who may be a threat to themselves or others. Work requires application of safety precautions and wearing of protective clothing, gloves, and body armor designed to minimize exposure to blood-borne pathogens, communicable diseases, and bodily harm

### **Education and Experience**

Graduation from high school and 5 - 7 years in law enforcement work at the level of a Police Sergeant or equivalent

### **Special Requirements**

- Valid North Carolina Drivers License
- Certified at the Intermediate Level Law Enforcement Certificate awarded by the North Carolina Criminal Justice Education & Training Standards Commission as well as the law enforcement instructor certification

**FLSA Status:** Exempt-Executive (primary duty is management of a customarily recognized department or subdivision of the City; customarily and regularly directs the work of two or more

full time equivalent employees; and has the authority to hire or fire employees or whose suggestions and recommendations as to hiring, firing, advancement, promotion or other change of status of other employees are given particular weight)

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

February 2015